Organization/Division/Unit: ADOA – Director's Office   **Team: Adams**

Essential Function: External Communications

WORKSHEET 6D1 - EXECUTIVE MANAGEMENT PLAN, ESSENTIAL RECORDS

Briefly describe records you *USE* to accomplish your function?	Briefly describe records you *CREATE*?	Check all that apply.	How soon would you need to access the record during an event?
Outlook files & Microsoft office	Press releases, emails, web posts, memos/letters	¤ Protects heath, safety or property. ¤ Necessary to resume /continue operations. ¤ Statutory requirement to retain. ☐ Would require massive resources to reconstruct.	**Immediately**
		☐ Protects heath, safety or property. ☐ Necessary to resume /continue operations. ☐ Statutory requirement to retain. ☐ Would require massive resources to reconstruct.	
		☐ Protects heath, safety or property. ☐ Necessary to resume /continue operations. ☐ Statutory requirement to retain. ☐ Would require massive resources to reconstruct.	
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